

INTERNATIONAL REGISTRATION PLAN (IRP) NEW CARRIER OR NEW FLEET INSTRUCTIONS

To participate in the IRP Program you must complete and submit the following documents or information.

Required documents or information:

- California IRP Carrier Data (Schedule A/B - MC 2117 I)
- California IRP Vehicle Data (Schedule C - MC 2118 I)
- Commercial Driver License Number on Schedule A/B for Owner/Operators
- Copy of Lease Agreement (Owner/Operator)
- Customer Application Checklist (MC 2129 I)
- Agreement to Prepare and Maintain Records (MC 522 I)
- Federal Heavy Vehicle Use Tax (FHVUT) proof of payment or exemption
- Submit Basing Documents (refer to the IRP Handbook Chapter 4, Section 4.025)
- Verification of Vehicle Form (REG 31)
- IFTA Number on Schedule A/B
- USDOT Number on Schedule A/B and Schedule C (for each vehicle owner – if applicable)
- Tax Identification Number (FEIN or SSN) on Schedule A/B
- MCSA-1 Information Updated with FMCSA
- California PUC-T Number (required for buses, taxis or limousines only)

Submit documents only if applicable:

- Certificate of Insurance (MC 5009 I) – documents required only on renewals
- IRP Agent Authorization (MC 5034 I)
- Colorado Data Form (MC 142 I)
- Colorado Rental/Leasing Data Form (MC 143 I)
- Arizona Reduced Fee Certification (MC 2132 I)
- Utah Reduced Fee Certification (MC 2132 I)
- Statement of Facts Motor Carrier Fleet Name Change (MC 256M I)

Indicia and Temporary Registration Authorization will not be issued unless all fees are paid.

Payment Options:

1. Full (100%) California fees; **OR**
2. *California Fees + Other Jurisdiction Fees; **OR**
3. \$250 per vehicle per month for the number of months between the application date and expiration date; **OR**
4. \$300 per vehicle per month (only for purchase price of \$200,000 or more) for the number of months between the application date and expiration date.

* A copy of the billing from the registrant or Registration Service Agent's system software that was utilized to calculate fees for CA and other jurisdiction(s) must be submitted with the application.

*The IRP Handbook and fee calculator is available on the
Department of Motor Vehicle's website at www.dmv.ca.gov.*